

<h1 style="text-align: center;">厚木基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号 Announcement No.	A-09-013
		一次選考締切り日: 1 st Cut Off Date	4 FEB 2009
		募集締切日: Closing Date	選考決定まで継続 Open until filled
		発行日: Date of Issue	28 JAN 2009
1.職種名 Job title (等級 Grade <u>1-3</u> / 語学等級 LAD <u>2</u>) Child Development Program Assistant, IHA-0009 低い等級での採用の可能性 <input type="checkbox"/> 無 No <input checked="" type="checkbox"/> 有 Yes Acceptance at Lower Grade 可能な下位等級 Possible Grade: 1-2 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Child Development Center, MWR Department, U. S. NAF Atsugi 勤務場所 Working Place: 綾瀬市大上 Oogami, Ayase-Shi		5.雇用の種類 Type of Employment <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> カ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hr/wk) 勤務日 Work Days : Mon - Fri 勤務時間 Work Hours : 8 hours /day between 0600-1800 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties See attached.			
7. 職務状況 Working Condition:			
8.資格要件／身体条件 Qualification/Physical Requirements BWT 1-3 - One year of general work experience or completion of 2-years junior college/2-years of technical school or 4-year degree in any field. - Must have completed prerequisite training and education requirements set under the Child Development Program. - Ability to speak, read, and write English at average proficiency level (LAD-2). *上記条件を満たさない場合は、低い等級で採用されることがあります。 Not fully qualified applicant maybe selected at the lower grade level. Non-Japanese applicants: Only those who possess non-restricted work permit (permanent resident, long-term resident, spouse or child of a Japanese national, SOFA, etc) in Japan will be eligible. <u>Please attach a copy of alien registration certificate (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.</u> - U. S. Citizens are not eligible for IHA (HPT) employment. *A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : See Block #8 免許証／修了証 License/Certificate Required : See Block #8			

9.提出するもの Application and Associated Documents		
* <input checked="" type="checkbox"/> 空席応募用紙(表・裏面) Application for Vacancy Announcement (HROY Form 1, Front & Back) http://hro.cnfnavy.mil の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、国籍、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴(会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など)。To be considered for selection, resume must include at least the following information: Announcement number, full name, citizenship, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicants, copy of Alien Registration Card and Passport/Visa.		
問い合わせ先 for Job Inquiries 担当部署／担当者名 Office/POC 厚木基地人事部 ☎0467-78-2661/ DSN 264-3426/3624	提出先 Office to Submit 〒252-1101 神奈川県綾瀬市大上 Oogami, Ayase-Shi 厚木基地人事部 HRO BOX12	事務処理欄 For Official Use PDN: NAFATG-N606-015

*履歴書及び添付書類は所定の締切日午後三時までに上記住所必着のこと。Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.

*応募時点で MLC/IHA 規定の雇用資格を満たしていない応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.

*提出された応募書類はお返ししません。Submitted applications will not be returned.

6.職務内容 Duties

GENERAL: Under the direct supervision of a higher grade technician, leader, or supervisor, performs full range of child development care function and provides instruction to children at the Child Development (CD) Facility. May serve as childcare giver “in-charge” of specific classroom performing activity planning and daily care as well as leading lower-graded childcare givers when the employee perform such work under continual review and monitoring by US and/or non-US CD leaders.

DUTIES AND RESPONSIBILITIES: In addition to performing the basic daily childcare functions, the employee:

Assists in planning and conducting an effective child development program to meet the physical, social, emotional, and intellectual needs of each child, based upon stated goals and a curriculum plan provided by the supervisor and/or higher graded technicians normally recognized as group leader CD Technician.

Reviews and implements daily schedules and activity plans, and briefs lower-graded employees. Arranges room and play materials to accommodate the daily schedule. Sets up displays and bulletin boards.

Creates a pleasant, inviting atmosphere for children. Ensure the safety and sanitation of children through constant supervision, effective arrangement of space, proper maintenance of equipment, etc.

Completes and submits required reports in an accurate and timely manner. Participates in conferences with parents and the supervisor. Gives parents daily feedback on children’s activities.

Uses approved child guidance and care giving techniques that support overall program objectives. Maintains continuous observation of children to detect early signs of distress or abnormal behavior denoting a requirement for additional attention. Helps children to develop self-help skills. Conducts daily health checks of children. Notifies the supervisor or Facility Director of any marks or other signs that might indicate a suspicion of illness, abuse, or neglect.

Performs other related or incidental duties as assigned.